

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

704-AR-3. GYMNASIUM/EQUIPMENT INSPECTION REPORT

Submit this form to the Maintenance Supervisor Superintendent/designee District/School Safety Coordinator. One copy shall be kept by the person inspecting the gymnasium and/or equipment, and one copy shall be forwarded to the principal/site supervisor.

School/Site: _____ Date: _____

Inspected By: _____

| Equipment | S/U* | Specify Repair | Date Corrected |
|-----------------------------------|------|----------------|----------------|
| Climbing Ropes | | | |
| missing rope | | | |
| worn, frayed rope | | | |
| broken anchors | | | |
| improper mounting | | | |
| other: | | | |
| Basketball Goals | | | |
| jagged/exposed screws/bolts | | | |
| missing/torn net | | | |
| missing screws, nuts, bolts, caps | | | |
| loose screws, nuts, bolts, etc. | | | |
| broken supports/anchors | | | |
| inadequate/worn surface | | | |
| other: | | | |
| Score Clocks/Boards | | | |
| broken supports | | | |
| broken fixture | | | |
| improper mounting | | | |
| other: | | | |
| Exercise Equipment | | | |
| jagged/exposed screws/bolts | | | |
| missing/torn net | | | |
| missing screws, nuts, bolts, caps | | | |
| loose screws, nuts, bolts, etc. | | | |
| broken supports/anchors | | | |
| inadequate/worn surface | | | |
| other: | | | |

| Equipment | S/U* | Specify Repair | Date Corrected |
|-----------------------------------|-------------|-----------------------|-----------------------|
| Light Fixtures | | | |
| broken supports | | | |
| broken glass | | | |
| broken fixture | | | |
| improper mounting | | | |
| other: | | | |
| Bleachers | | | |
| jagged/exposed screws/bolts | | | |
| missing screws, nuts, bolts, caps | | | |
| loose screws, nuts, bolts, etc. | | | |
| broken supports/anchors | | | |
| inadequate/worn surface | | | |
| other: | | | |
| Flooring | | | |
| inadequate/worn surface | | | |
| other: | | | |
| Other, specify: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Use S and U for satisfactory and unsatisfactory conditions and N/A if site does not contain this equipment.

Copies of this form will be forwarded to the building principal and the Director of Buildings and Grounds. The inspecting employee will retain a copy.

Signature of Recipient

Date Received